

Employee SHE Indoctrination Checklist

This checklist will assist supervisors in ensuring that new employees are provided with SHE information and discussion necessary for accident prevention on their new job. Civil service and contractor supervisors shall complete this checklist as soon as possible after the new employee's arrival, and within the first 10 days of employment or assignment.

Employee: _____

Organization/Position: _____

Supervisor: _____

Completion Date: _____

Safety, Health, & Environmental (SHE) Orientation	Yes	N/A	Comments
General: Has employee...			
1.1 Been informed of the MSFC Building Manager Program, and given their designated Building Manager's name? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program			
1.2 Been shown how to access the SHE Website, and the information resources available there? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program			
1.3 Been instructed to stop any operation if an unsafe act or condition exists? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program			
1.4 Been instructed to report safety and health problems, close calls, and mishaps to their supervisor? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program			
1.5 Been introduced to MSFC designated 'Employee General SHE Responsibilities'? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program (Appendix B)			
1.6 Been introduced to the 'MSFC Sitewide Safety Rules'? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program (Appendix E)			
1.7 Been shown and provided a copy of the Job Hazard Analysis (JHA) for jobs he/she will be performing? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program - MWI 8715.15, MSFC Ground Operations Safety Assessment & Risk Mitigation Program			
1.8 Been instructed to stay at the microwave while it is operating? - MWI 8715.11, Fire Safety Program			
1.9 Been informed of MSFC regulations governing traffic safety, vehicle parking, and use of service vehicles? - MPR 1600.1, MSFC Security Procedures and Guidelines			
1.10 Been informed of MSFC and Redstone Arsenal regulations governing jogging, bicycling, and use of hand-held communication/electronic devices while operating a motor vehicle? - MPR 1600.1, MSFC Security Procedures and Guidelines			
1.11 Been informed of employee rights and responsibilities under the Occupational Safety and Health Act of 1970 (see standard OSHA poster) and the OSHA standards for federal workplaces?			

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1.12 Been notified of options for active participation in the SHE Program, including interface with the SHE Committee and subcommittees, Marshall Safety and Health Action Team (MSAT), and Contractor Safety Forum (if applicable)? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program			
1.13 Been told that back injuries are one of the work related injuries they are most likely to suffer at MSFC, based on historical accident experience? Been told that slips, trips, and falls are MSFC's number one cause of lost time injuries? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program			
1.14 Been informed of the MSFC Smoking Policy, and shown the designated smoking areas? - MPD 1800.1, MSFC Smoking Policy			
Personal Protective Equipment: Has employee...			
2.1 Received an overview of the PPE Program, been informed of PPE requirements applicable to assigned work tasks and locations, and shown how to obtain PPE? - MWI 8715.4, Personal Protective Equipment (PPE)			
2.2 Received training for required PPE? (Correct methods of inspection, fit testing, use, storage, and maintenance) - MWI 8715.4, Personal Protective Equipment (PPE)			
Reporting Mishaps & Safety Concerns: Has employee...			
3.1 Been told what constitutes a mishap, close call, safety concern, safety observation, and of the MSFC requirements for reporting, investigation, and follow-up action? - MWI 8621.1, Close Call and Mishap Reporting and Investigation Program - MWI 8715.13, Safety Concerns Reporting System (SCRS)			
3.2 Been shown how to access the SHE Website for electronic reporting and online information resources? - https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm			
SHE Training: Has employee...			
4.1 Completed SHE Training Course 101, Introduction To The MSFC SHE Program , and received a personal copy of the SHE Pocket Guide? Posted on SOLAR or check out at Self-Study Learning Center			
4.2 Been given the listing of SHE training courses required for employee's assigned work tasks and locations, as identified using the ' Supervisors' Guide to SHE Training Requirements '? - MPR 3410.1, Training			PDF
4.3 Been informed of all personnel certifications required for their work assignments, and the plan for obtaining them prior to performance of affected tasks? - MWI 3410.1, Personnel Certification Program			
Occupational Medicine: Has employee...			
5.1 Been told what services can be obtained through the MSFC Medical Center and the location? - MPR 1810.1, MSFC Occupational Medicine			

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5.2 Been told how to get first aid and professional medical treatment for work-related injuries and illnesses? - MPR 1810.1, MSFC Occupational Medicine			
Emergency Preparedness: Has employee...			
6.1 Been instructed to dial 911 in case of a fire or other emergency? - MPR 1040.3, MSFC Emergency Plan - MWI 8621.1, Close Call and Mishap Reporting and Investigation Program			
6.2 Been shown the location of the Building Emergency Evacuation Plan and nearest emergency exits in all areas that will be occupied or visited routinely? - MWI 8715.11, Fire Safety Program			
6.3 Been taken to the designated assembly area for fire evacuation, and protective area for severe weather? - MPR 1040.3, MSFC Emergency Plan			
6.4 Been informed of general and work area housekeeping rules, including requirement to keep exits and egress corridors and passageways clear? - MPR 8715.1, Marshall Safety, Health and Environmental (SHE) Program (Appendix F) - MWI 8715.11, Fire Safety Program			
6.5 Been shown the location and operation of work area emergency eyewashes and showers, and told how important it is to verify operational status before beginning tasks with hazardous exposures? - MPR 1840.3, MSFC Hazardous Chemicals in Laboratories Protection Program			
Ergonomics: Has employee...			
7.1 Been instructed on ergonomics hazards of their job, steps to reduce risk of injury (i.e., take breaks, change position, etc.), and how to request ergonomic assessment if needed? - MPD 1840.1, MSFC Environmental Health Program - MWI 8715.15, MSFC Ground Operations Safety Assessment & Risk Mitigation Program - MPD 1840.1, MSFC Environmental Health Program			
Hazardous Materials: Has employee...			
8.1 Been notified about the hazards of materials that he/she could be exposed to on the job, and about specific ways to protect against those hazard; and been informed that the MSFC Hazard Communication Program provides employees with access to this information? - MPR 1840.2 MSFC Hazard Communication Program			
8.2 Been shown where to find MSDSs in their work area, how to locate a specific MSDS, and how to verify that they have found the MSDS that matches the product they plan to use? - MPR 1840.2, MSFC Hazard Communication Program			
8.3 Been told what to do in the event that a spill or release of hazardous materials occurs? - MPR 1040.3, MSFC Emergency Plan - MPR 1840.2, MSFC Hazard Communication Program - MPR 8500.1, MSFC Environmental Management Program			